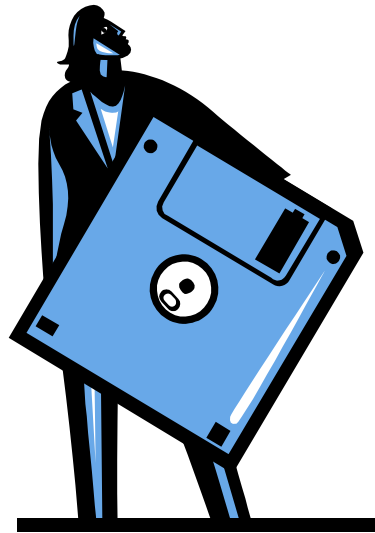


Missouri Adult Education and Literacy



Equipment Guidelines **For Purchase, Inventory, Use, Maintenance,** **and Disposition**

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Guidelines for the Purchase, Inventory, and Disposition of Equipment

As of July 1, 2003, the Division of Vocational and Adult Education has revised its policy with regard to equipment. This policy provides guidelines and procedures for the purchase, inventory, and disposition of equipment for all programs within the Division. This policy also is retroactive and covers any equipment purchased prior to this date.

Standards for Equipment Use

Educational technology equipment is typically purchased with funds earmarked for instruction. For this reason, usage for administrative and record keeping functions is restricted. When equipment is purchased for instruction, software applications on the equipment must be for instructional purposes.

Purchase Guidelines

All equipment purchased with State/Federal funds must be in accordance with the regulations of the funding source. The equipment purchased must be reasonable and necessary to effectively operate the program.

Recipients will be required to maintain inventory as per the Inventory Guidelines listed below and follow local inventory policies and procedures.

For those recipients utilizing Adult Education and Literacy dollars for equipment, an AEL-4 *Application for Authorization of Adult Education and Literacy Expenditures* form for prior approval of equipment purchases must be submitted. Supporting invoices and the serial number for equipment with a per unit cost of \$1,000 or more must be submitted. For items with a per unit cost of \$1,000 or more, the AEL section will keep the supporting invoices on file for a period of five (5) years.

Inventory Control Guidelines

All capital outlay (equipment) costing \$1,000 or more per unit is subject to the following inventory management and control requirements:

- 1) Inventory must be current and available for review and audit. The following information must be included in the recipient's inventory records:
 - a. A description of the equipment.
 - b. A serial number, model number, or other identification number.
 - c. The funding source and percentage under which the equipment was acquired.
 - d. The acquisition date and unit cost.

- e. The source of equipment (company name, where purchased).
 - f. The present location, use, condition of the equipment, and date the information was reported.
 - g. All pertinent information on the final transfer, replacement, or disposition of the equipment.
- 2) Inventory must be updated as equipment items are purged or new purchases are made.
 - 3) Equipment items purchased with Federal funds are to be identified and physically marked as such.
 - 4) Adequate safeguards must be in place related to the loss, damage, or theft of the equipment. Any loss, damage, or theft should be investigated and fully documented.
 - 5) Adequate maintenance procedures should be implemented to keep the equipment in good condition.
 - 6) A physical inventory of equipment items must be taken and the results reconciled with the inventory records at least once every two years.

Disposition Guidelines

The disposition/transfer of equipment policy applies to any equipment item that is obsolete, not repairable, damaged, destroyed, lost, or stolen. This policy covers any equipment item purchased by a recipient with State funds or Federal funds.

Equipment Purchased With State Funds

When original or replacement equipment acquired with State funds is no longer needed for the original project or program, the equipment may be retained, sold or disposed, if it is not needed in any other State sponsored project or program. The following are the procedures to eliminate any equipment item from the inventory:

- 1) Equipment items with an acquisition cost/current per unit fair market value of **less than \$5,000** and are **more than five years old** may be retained, sold or disposed, with no further obligation to the State. The disposition of such items should be so noted on the equipment inventory maintained by the entity.
- 2) Equipment items with an acquisition cost of **\$5,000 or more** and are **more than five years old**, follow the procedures below:
 - a. Obtain two signed bids from potential purchasers or two appraisals from authorized appraisers to determine the current per unit fair market value.
 - b. If the current per unit fair market value is less than \$5,000, see #1 above.
 - c. If the current per unit fair market value is \$5,000 or more, the equipment may be retained or sold and the State shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the State's share of the equipment. However, the entity is permitted to deduct and retain from the State's share \$500 or 10% of the sales proceeds, whichever is less, for the entity's selling and handling expenses.

- d. Forward a check made payable to the Treasurer, State of Missouri in the amount of the State's share to the Department of Elementary and Secondary Education. The amount is then returned to the General Revenue Fund of the State.
 - e. The disposition of such items should be so noted on the equipment inventory maintained by the recipient. The recipient should include the date of disposal and sales price or the method used to determine current fair market value if the recipient compensates the State.
- 3) Recipients must request disposition instructions from the Director of Finance in the Division of Vocational and Adult Education for equipment items that are **less than five years old**. Recipients given permission to dispose of equipment less than five years old will not be given approval to purchase similar equipment until the five-year period has ended.

Equipment Purchased With Federal Funds

When original or replacement equipment acquired with Federal funds is no longer needed for the original project or program, the equipment may be retained, sold or disposed, if it is not needed in any other Federal sponsored project or program. The following are the procedures to eliminate any equipment item from the inventory:

- 4) Equipment items with an acquisition cost/current per unit fair market value of **less than \$5,000** may be retained, sold or disposed, with no further obligation to the awarding Federal agency. The disposition of such items should be so noted on the equipment inventory maintained by the recipient.
- 5) Equipment items with an acquisition cost of **\$5,000 or more**, follow the procedures below:
 - a. Obtain two signed bids from potential purchasers or two appraisals from authorized appraisers to determine the current per unit fair market value.
 - b. If the current per unit fair market value is less than \$5,000, see #4 above.
 - c. If the current per unit fair market value is \$5,000 or more, the equipment may be retained or sold and the awarding Federal agency shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the awarding Federal agency's share of the equipment. However, the recipient is permitted to deduct and retain from the Federal agency's share \$500 or 10% of the sales proceeds, whichever is less, for the recipient's selling and handling expenses.
 - d. Forward a check made payable to the Treasurer, State of Missouri in the amount of the Federal agency's share to the Department of Elementary and Secondary Education. The amount is then returned to the appropriate Federal grant.
 - e. The disposition of such items should be so noted on the equipment inventory maintained by the recipient. The recipient should include the date of disposal and sales price or the method used to determine current fair market value if the recipient compensates the awarding Federal agency.

Equipment Transfer

When original or replacement equipment acquired under a grant (State or Federal) is no longer needed for the original project or program, the equipment may be transferred and used in other projects or programs currently or previously funded by the State or the awarding Federal agency. Recipients must request approval from the Director of Finance in the Division of Vocational and Adult Education to transfer items of equipment to different programs. Permission to transfer items from inventory will be granted following review and approval of the recipient's request. Recipients that are given permission to transfer equipment will not be given approval to purchase similar equipment until the five-year period has ended.

Miscellaneous

When acquiring replacement equipment, the recipient may use the equipment to be replaced as a trade in or sell the equipment and use the proceeds to offset the cost of the replacement equipment, subject to the approval of the State or the awarding Federal agency. If the equipment is sold, then the proceeds must be handled as stated earlier in the Disposition Guidelines.

If an item of equipment has been damaged, destroyed, lost, or stolen, an official investigation by the proper authority should be conducted and fully documented. A copy of this report must be submitted to the Director of Finance in the Division of Vocational and Adult Education. Permission to dispose items from inventory will be granted, in writing, following review and approval of this report. A recipient is responsible for replacing destroyed, lost, or stolen equipment and repairing damaged equipment.

NOTE: Any equipment paid for under a contract for services is the property of the Department of Elementary and Secondary Education. The equipment will become the property of the Department at the dissolution of the contracted services.

DEFINITIONS

Equipment means tangible personal property having a useful life of more than one year and is not considered to be a supply.

Acquisition cost of an item of purchased equipment means the net invoice unit price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired.

Current fair market value is determined by obtaining two signed bids from potential purchasers or two appraisals from authorized appraisers for the purpose of disposing of or transferring equipment. When the equipment is being traded in for like or similar equipment used in the same program for the same purpose, the trade in value constitutes the current fair market value of the traded in equipment.

DEFINITIONS FOR EQUIPMENT

Administrative Units

The primary use of administrative computers is for AEL administration. These computers are purchased with Category 2 funds. Students should **not** have access to any of these computers because of the sensitive nature of the data stored on them.

Software appropriate for Administrative Computers:

TABS

Internet Connection and web browser

Record Keeping software

Microsoft Office

ACES - The MAEL PDC WILL CONTINUE TO SUPPORT ACES and the computer on which it is run. Appropriate software would include:

ACES software

Microsoft Office

Internet browser such as Internet Explorer or Netscape - Internet connection is required for ACES computer.

PowerPath Computer - This is an administrative software. Please make sure that unattended students do not have access to this program.

NOTE: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Instructional Computers

The primary use of an instructional computer is by the AEL student. This equipment is purchased from Category 1 funds.

The following types of software are considered instructional:

Typing programs	Educational Games
Resume' writing programs	Internet browser such as
Word Processing	Internet Explorer or
GED-Interactive	Netscape
GED Official Practice Tests	

PLATO - The networked PLATO computers are considered Instructional Computers.

These computers are very sensitive to other software running on the same server.

Software programs which could be placed on PLATO labs without conflicts include:

PLATO	Ellis
AutoSkills - Academy of	GED-Interactive
Reading	GED-Official Practice Tests
English Discoveries	Human Asset Imaging

A Technical Support manual will be provided by MAEL PDC to local AEL programs on issues with PLATO Lab maintenance and support. The technical manual will be made available for local Instructional Technology personnel to use in solving PLATO problems. MAEL PDC will also provide limited support for PLATO software by telephone or email without charge.

Local program personnel who are considering contacting PLATO for help should consider first contacting the MAEL PDC. Our last information indicated PLATO charges \$150 per license per year for phone support. If a program has a 5 station lab, costs will run \$750 for PLATO phone support. In addition, a site visit from PLATO technical staff is \$2000 for the first day, and \$1500 for any additional days needed. Since the MAEL PDC staff have been trained by PLATO, the most cost efficient method of maintaining PLATO labs is for local programs to call the MAEL PDC. The MAEL PDC will charge \$120 per hour to travel to a site to work on the labs if the local IT cannot make repairs based on the trouble-shooting manual supplied by the MAEL PDC.

Laptop Computers - Laptop computers purchased with Category I funds are considered Instructional Computers. These computers have instructional software installed on them and should be used for instructional purposes. A laptop purchased specifically from Category II funds may be used for administrative purposes.

Software programs installed on instructional laptops include:

Skills Bank 4
Human Asset Imaging
Oxford Picture Dictionary
BLS TutorSystems

REMINDER: All computers and computer labs purchased with AEL funding should be used **only** by eligible AEL students and programs.

REPAIR AND MAINTENANCE

Repair and maintenance for hardware and software is the responsibility of the local program.

If services are needed and not available locally, the MAEL PDC will provide fee-based support. Charges are assessed at an hourly rate.

HOURLY RATE: \$120.00

Surplus Equipment

If you are interested in finding surplus equipment, please call 573-751-3145.

Training and Usage

AEL staff who will be using instructional software should attend trainings designed to teach the user how to utilize the software. Software trainings will be offered by the Missouri Adult Education and Literacy Professional Development Center (MAEL PDC) staff. Local staff development money will cover any costs local AEL staff encounter for the training.

It is the responsibility of the local AEL program to provide training for local software purchases. Local AEL staff will be responsible for the proper usage of all software by students.

Technology itself does not guarantee improvements in learning, but when coupled with powerful teaching strategies, it can contribute to significant learning gains. The MAEL PDC provides help to AEL instructors in developing skills for working with technology and for utilizing technology in their classrooms.

In order to maintain an effective technology program for local AEL programs, AEL certified teachers employed at class sites with technology equipment should attend and complete regular software trainings. The time and money spent on the human infrastructure assures more effective use of educational software and fewer technological problems within the AEL classroom.

Types of training available:

Beginning/Advanced Instructional software training

SkillsBank

Skills Tutor

BLS Tutorsystems

PLATO

Auto Skills

Skills Bank 4

BLS TutorSystems

TABS

TABE 7& 8 correlates to BLS

WinPLATO

GED Interactive

GED Official Practice Test

Academy of Reading

ACES

Human Asset Imaging

Oxford Picture Dictionary

Additional Trainings

Administrative software training (e.g. ACES and TABS)

Computer skill training (e.g. How to Use the Hardware)

Basic Troubleshooting/Maintenance

Specific training sessions and descriptions can be obtained from the MAEL PDC .

Copyright Guidelines

Adopt a written copyright policy for local program use and ensure that all staff members are trained in copyright/licensure law and local policy is followed.

- a. All local programs must respect copyright/licensure restrictions. The local program director is responsible for ensuring that all copyright/licensure restrictions are enforced. If working with software that came with a clearly visible license agreement, or if a registration card is signed, read the license carefully before using the software since some licenses restrict use to a specific, single computer. Copyright licensing does not permit software to be run on more than one computer unless the license specifically indicates multiple users are permitted.
- b. Software cannot be copied unless specifically stated within the copyright/license agreement; however, lack of copy protection does not constitute permission to copy software in order to share or sell it. Non-copy-protected software enables the owner to protect their investment by making one back-up copy only. The software should not be copied for any other reason.

Develop and utilize a written procedure for inventory, care, and use of equipment, which will be disseminated for use by all teachers, and kept on file in the program's administrative offices, where it will be available for review.

APPENDICES

Sample Copyright Policy

Unauthorized copying of items by individuals can harm the entire academic community. Respect for intellectual labor and creativity is vital to academic pursuits. This principle applies to the works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. The technological ability to copy works does not include the legal right to do so.

Copyrighted materials, whether they are print or non-print, should not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been received.

“Fair use” Guidelines affecting local AEL programs include:

I. Books And Periodicals

When the inspiration and decision to use a work and the moment of use are so closely related it would be unreasonable to expect a timely response from the copyright holder, a teacher may make copies providing they follow all guidelines. A teacher, for the purpose of scholarly research, preparation to teach a class, or use in teaching, may copy items as follows:

- A. A single copy may be made according to the following guidelines.
 - 1. A chapter from a book.
 - 2. An article from a periodical or newspaper (complete article story or essay of less than 2,500 words).
 - 3. A “short” story, essay, or poem (no more than 250 words from a poem; 10% or up to 1,000 words of a prose work, whichever is shorter).
 - 4. One illustration from a book, periodical, or newspaper such as:
 - A cartoon
 -
 - A chart
 - A diagram
 - A drawing
 - A graph
 - A picture
- B. Multiple copies for classroom use may be made if the following conditions are met.
 - 1. Copying is allowed for one class term only.
 - 2. The number of copies cannot exceed the number of students in a class.
 - 3. Copying is allowed for one course during one class term only.
 - 4. No more than one “short” poem, article, essay, or story, or two excerpts may be copied from works by the same author.
 - 5. The individual teacher must initiate copying.
 - 6. Each copy must include a notice of copyright.
- C. Copying shall not:
 - 1. Substitute for the purchase of books, publisher’s reprints, or periodicals.
 - 2. Be directed by a higher authority.
 - 3. Be repeated with respect of the same time by the same instructor from term to term.

4. Be made without including a copyright notice.
5. No charge may be made to a student beyond the actual cost of photocopying.
6. No copying from works intended to be “consumable”, *e.g.*, workbooks or standardized tests, is allowed.
7. No copying to create anthologies, collective works or compilations, or to replace or substitute for them is allowed.

II. Software

- A. Classroom/administrative use guidelines:
 1. Observe license terms and restrictions (use of the product constitutes your acceptance of the terms and conditions of the agreement).
 2. Single program ownership - may use that software on only one unit at any given time.
 3. Copyright notice should appear on software label.
 4. Post a warning label on computer units such as: “Computer programs are protected by copyright. Unauthorized copying may be prohibited by law.”

III. Videotapes

- A. Classroom use requirements for performance or display:
 1. Must be used by a teacher (guest lecturer) or students.
 2. Must be used in face-to-face instructional activities (not as a filler or motivator).
 3. The entire audience must be involved with the teaching activity and in the same room or general area.
 4. Viewing must take place in a classroom or similar place devoted to instruction.
 5. The videotape being utilized must have been lawfully made in accordance with copyright laws.

Missouri Adult Education and Literacy Equipment Transfer Form

Date: _____

The following item(s) were transferred to _____
from _____ on the above date.

Description	Serial Number

Equipment Transferred From:

Equipment Received By:

(Name/Signature)

(Name/Signature)

(Title)

(Title)

(Program Name)

(Program Name)

Please Note: Signature above indicates both parties have read and agreed to the following information.

Programs may choose to transfer equipment to other AEL programs in the state if the equipment is no longer needed because of a change in situation such as a site closing. All equipment items must be in proper working condition when transferred.

In the event that repairs on any item will exceed a reasonable cost or no repair facilities are available, a decision will be made in conjunction with the State Director of Finance as to disposition of the item.

AEL-4

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